



HELP AND TIPS FOR ONLINE ASSESSMENTS

Which countries use online assessments as part of the application process?

Candidates in Germany and UK will receive links to complete our online assessments.

When is the early career recruitment cycle?

Our global recruitment cycle runs from October 2021 until July 2022.

How long will I have to complete my online assessments?

You have 7 days to complete the online assessments, but we encourage everyone to take these as soon as possible.

What should I do if I'm unable to complete the online assessments within 7 days?

In exceptional circumstances we may be able to extend this timeframe but would need to speak to you about your specific circumstances. So, if you're not able to complete the assessments in the allocated timeframe, contact us as soon as possible earlycareer.applications@rolls-royce.com

I have a disability or special requirements, what should I do?

We are committed to creating an environment that is diverse and inclusive. We welcome applications from all backgrounds and actively encourage people with disabilities to apply to these programmes. We want to ensure that everyone has an equal opportunity to display their strengths and potential during the assessment process, so please let us know as soon as possible if you require any adjustments at any stage.

1. I have a specific extra time requirement and have a copy of my medical/psychology report: If you're aware of your needs, have a standard extra time requirement (e.g. I need 25% extra time) and this request is

supported by the recommendations in your psychological or medical report, email these details and a copy of the report to rolls-royce.support@aon.com and we'll make the time adjustment without needing to speak to you.

2. I'm unsure of what adjustments are best for me and would like to speak to someone: If you'd like to speak with a trained member of our team please provide the following information and we'll arrange a call.

Email rolls-royce.support@aon.com with the following details:

- Your full name
- The email address you used to apply for the position
- The name of the role you applied for
- The location in which you currently live
- Times, over the next 24 hours, when we can phone you if needed (please quote times to London GMT time)
- An outline of your special requirements or query
- An Educational Psychologist report detailing your special requirements, if available

Please don't start the online assessments while you are waiting for Aon to contact you. Please check that the response from Aon has not been filed in your spam / junk folder.

If you're invited to attend one of our assessment centres, it's important that you inform our team of any support you may need when you confirm your attendance. As different adjustments can sometimes be required, we won't make any assumptions. It's best that you speak to us to make sure your needs are properly considered – earlycareer.applications@rolls-royce.com

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My online assessment is blocked, what should I do?

Technical problems, such as a crashing web-browser, can lead to the assessment suddenly being blocked - indicated by a padlock symbol. If this happens, please email rolls-royce.support@aon.com so we can unlock the assessment for you. Please check that the response from Aon has not been filed in your spam / junk folder.

Why haven't I received an email inviting me to take the online assessments?

We'll send out the link within 48-36 hours after you have submitted your application. Please check that the assessment invitation has not been filed in your spam / junk folder. If you still can't find the relevant invitation, contact earlycareer.applications@rolls-royce.com as soon as possible.

Why have I received an email rejecting my application due to my online assessments not being completed?

All candidates have 7 days from the invitation being sent out to take their online assessments. After that period all candidates who have not completed will be withdrawn from the process. If you think you completed the online assessments in time and have still received this email, contact earlycareer.applications@rolls-royce.com as soon as possible.

How do I finish and exit my online assessments correctly?

You will have three assessments within the Aon chatAssess. The Situational Judgement Exercise (SJE) itself is not timed, however it should take approximately 20 minutes to complete. Towards the end of the SJE you will be asked to complete two additional assessments, a personality assessment (which is **not** timed) and a logical reasoning assessment (which **is** timed). You can take these in any order.

You will finish and exit the personality assessment once all questions have been answered. You will then be taken back to the chatAssess SJE and receive a 'Thank you!' message.

You will have 6 minutes in total to complete the logical reasoning assessment. The assessment will automatically end once you've completed the questions / the time has finished. When this happens, you will be taken back to the chatAssess SJE and receive a 'Thank you!' message,

You should make sure that there are no unanswered messages within the chatAssess to ensure you have completed all the online assessments correctly. Don't close your browser during your assessments as your results won't be correctly transmitted and stored and your application may be rejected.

Once you have completed all of the assessments, a message will appear to notify you that you have completed the assessments and that your results have been saved and submitted. On your Aon homepage, it will then update to confirm that you have completed all the assessments and you can leave the system by logging out.

What happens after the online assessments?

Once you've completed these, Rolls-Royce will review your results and application in detail. We'll then send you an email confirming the outcome of your application and, if applicable, we'll invite you to an Assessment Centre event.

Do I get feedback on my online assessments?

Once you have completed the assessments you will be able to download your feedback report from the Aon site for some of our Programmes in



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Singapore and the UK. Unfortunately, at this stage we are unable to provide feedback for all Programmes. Please note that the feedback report does not reflect the outcome of your application to Rolls-Royce. It is intended to provide some constructive feedback from the online assessments and will be written in positive language regardless of whether you have been successful and invited to progress to the next stage or not.

How often can I take the online assessments?

You can only complete the online assessments **once** during the recruitment cycle.

Do I have to do the online assessments myself?

This assessment process is designed for us to get to know you as person and for us to select the best candidates for the programmes we offer. Therefore, we expect you to complete the assessments on your own. Bear in mind that if you allow someone else to complete the assessments for you, we would deem this to go against our values of honesty and integrity, and potentially result in you being excluded from the process.

What languages are available for the online assessment?

The Situational Judgment Exercise and the assessments contained within are available in English. For all other online assessments, you can choose your preferred language. (You'll be unable to change your selection once the assessment has started.)

Which online assessments will I do and how long will they take?

The online assessments you'll take depend on the role you've applied for. Some parts of the online assessment are timed, others are not, but it shouldn't take more than 45 minutes to complete the assessments.

Assessments for Engineering Programmes Graduates/Interns/Summer Interns	What we're assessing	Length
*Situational Judgment Exercise (SJE) including:	Your judgement and decision-making	untimed
*Logical Reasoning Assessment	Your ability to solve complex problems	6 mins
*Personality Assessment	Your preferred ways of behaving and working	untimed

Can I take breaks?

You should try to complete all of the assessments in one sitting. The timed logical reasoning assessment which is part of this must be completed within the specified time allowance. However, since the other elements of the assessment are untimed you could take a break during the rest of the assessment if absolutely necessary. The overall amount of time you take to complete all the elements of the assessments is not monitored and has no effect on the results.

What type of computer do I need?

Internet
768 kbps DSL (or faster)

Browser & Operating system

The following browser and operating system combinations are supported:

- Chrome 45.0 (and higher) on Windows 8 (and higher)/MacOS X (and higher)
- Firefox 69.0 (and higher) on Windows 8 (and higher) /MacOS X (and higher)
- Safari 12.0 (and higher) on MacOS X 10.12 (and higher)
- Edge on Windows 10



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- Chromium Edge 79+
- Android 4.4 (and higher)
- iOS 12.0 (and higher)

The system and assessment test may run with lower versions than those listed above but are not actively supported in case of problems. Aon Assessment Solutions recommends that you use the latest browser versions and operating systems

How can I practice the online assessment?

Before you start the assessments you'll have the opportunity to familiarise yourself on how to complete the assessment. There is no advantage to be gained by practicing using other assessments available on the internet.

WE WISH YOU THE BEST OF LUCK!

Using your personal information

Rolls-Royce Plc's Early Career Recruitment Team is collecting some personal information from you so that we can share this with our online assessment provider.

Why we need your data – The information you give us will be used to provide you with our online assessments which form part of our application process. We deem this to be a legitimate business interest and forms the legal basis for the processing of your data.

What we do with your data – Rolls-Royce is a global company which means your information may be stored and processed outside the country or region where it was initially collected, including the US. We won't share your information with any other part of our Company.

We will share your information with our 3rd party supplier Aon, who provide us with Online Assessment and Enabling Assessment Centre solutions. Aon store your information securely in the Netherlands and Switzerland. Rolls-Royce remains responsible for any of your personal information that is shared with our 3rd party supplier.

Like many other companies, our application process includes online assessments that rely on automated decision making at an early stage, so we need to make you aware of this, and of the significance and consequences of it. The automated decision making is in relation to your online assessment pass mark – if you don't achieve our minimum pass mark, then your application will be rejected automatically and unfortunately, you won't go through to the next stage of the process. Our minimum pass mark is verified each year and is based upon bespoke Rolls-Royce plc norm groups as well as validated general population norm groups created by Aon.

If your results are below the minimum pass mark then you can still apply for any other Rolls-Royce (Non-Early Career) opportunities or re-apply to one of the Early Career Programmes next year.

How long we keep your data – We'll keep it for 24 months after you submit your application. After that period, we'll destroy your personal information securely and only keep statistical information, such as how many people completed the assessments.

What are your rights?

Rolls-Royce Plc acknowledges that your personal data is important to you and will process your personal data fairly and in accordance with Data Privacy legislation within the regions we operate. To support this, we have



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a Data Privacy regime in place to oversee the effective and secure processing of your personal data.

If at any point you believe the information we process on you is incorrect, you can request to see this information and have it corrected or deleted. If you have any concerns or wish to raise a complaint on how we have handled your personal data you can contact us to have the matter investigated at data.privacy@rolls-royce.com

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office <https://ico.org.uk/>

For further information on how your information is used and more details on your Data Privacy rights please visit our webpages.